

37.5 Hours	Human Resources Generalist		Job Posting
Direct Report	Town of Reading Human Resources Director	Grade	G Expected hiring range \$55,376 to \$59,941
Department	Administrative Services	FLSA	Non-Exempt
Division	Human Resources	Bargaining Unit	Non-Union
Date	November 2015	Location	Town Hall

**Summary**

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated departmental and organizational functions. This position carries out responsibilities in the following functional areas: benefits administration, HR administrative support, employee relations, training, performance management, onboarding, policy implementation, payroll, accruals, recruitment/employment, and employment law compliance.

**Essential Duties**

1. Administers various human resource plans and procedures for Town personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Assists as needed with benefits administration to include claims resolution, change reporting, reconciliation of deductions and billing processes, and communicating benefit information to employees.
4. Assists in preparation of audit reports; EEO-1 reports; maintain other records, reports and logs to conform to EEO regulations.
5. Assists with the recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations and monitors career-pathing and professional development program.
6. Assists in employee relations counseling, outplacement counseling and exit interviewing.
7. Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
8. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
9. Maintains human resource information system records and compiles reports from the database.
10. Maintains compliance with federal and state regulations concerning employment.

**Minimum Qualifications**

1. Associate's Degree in Human Resources, political science, human resources, business management or closely related field, and
2. Five (5) years of related experience or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Up to 15 hours per week will be shared with the Town of Reading Public Schools Human Resources Department.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Human Resources Generalist. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full Job Description is available upon request and online at [www.readingma.gov](http://www.readingma.gov)

Judith Perkins

Human Resources Director

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